

How to Give Effective Performance Feedback & Employee Reviews

Learn the secrets to making all your employees more effective by delivering on-target, timely feedback and motivating performance appraisals.

If you want super-productive employees ... a driven team that breaks records ... and greater confidence and loyalty on your staff, then you can't bank on an annual review to get the job done. This breakthrough workshop reveals the secrets for managing employee performance ALL YEAR LONG.



You'll learn ...

- The #1 secret for fast, easy performance reviews
- Critical coaching dos and don'ts
- How to handle employee reactions when you're giving not-so-good news
- What documents you should keep and which to toss
- Discipline secrets that encourage improvement
- What to do when an employee needs to shape up or ship out
- Hot spots that could land you in court

Enroll now at www.NationalSeminarsTraining.com
or call 1-800-258-7246.

Win the Fight Over Frustrating Performance Reviews!

Whether you're a new manager or a seasoned pro, performance management and reviews can be dreaded requirements of the job. Endless documentation and paperwork ... a poorly designed, time-consuming review system ... and uncomfortable meetings with employees can keep your stress level through the roof and your patience on thin ice.

But no matter how you feel or what it takes, you know your employees need and deserve feedback on their job performance. After all, they're essential to improved productivity ... on-the-job performance ... and higher morale.

If you want an easy, stress-free system for employee reviews that keeps your team in the loop all year long, don't miss this groundbreaking workshop.

Put Your Reviews to Work for You and Get Immediate, Measurable Results

Studies confirm that the #1 reason employees don't improve after reviews is because they're not sure what their bosses expect – or exactly how to change. So, in this seminar, we'll show you an effective review plan – complete with guidelines, goals, and timetables – that will make your expectations crystal clear. Not only that, but this super strategy guarantees results you can measure – results those who count will notice, too.

End Negative Reactions ... Shocked Faces ... and Endless Excuses

Nothing can work you up faster than imagining employee reactions during the review process. You're anticipating tears ... anger ... shock ... excuses ... and worse, no reaction at all. If these situations hit close to home, you aren't alone. Managers across the country dread review time for these exact reasons.

If you're looking for a way to take the surprise, tension, and stress out of yearly reviews, you don't want to miss our proven "performance management feedback strategy." You'll learn how to provide feedback employees will accept – and use all year long (with a ton of extra effort on your part). You'll learn how to pinpoint and eliminate performance problems before they get out of hand ... and how to give all your employees the continual encouragement and direction they need to move ahead.

Spend Less Time Compiling Reviews With These Can't-Miss Secrets

If there's one thing you don't have a lot of – it's time. And that's one thing reviews take up. If you wait until your mandatory once-a-year deadline, you'll spend hours ... days ... sometimes weeks compiling data ... setting goals ... and more.

Our new feedback strategy sets up fast, easy review guidelines that you use all year long. The result? You have most of the data necessary to compile a comprehensive, effective review in no time at all. And your employees get timely, fresh feedback throughout the year for an incredible, positive impact on performance.

10 Reasons Why You Don't Want to Miss This Workshop!

1. Find out how managing employee performance can improve productivity and morale
2. Learn how to open the lines of communication for fewer mistakes and misunderstandings
3. Learn how to set measurable goals that your employees embrace and achieve
4. Get 5 easy techniques for giving feedback that gets immediate results
5. Learn how to make your reviews fair, legal, and accurate so you stay out of the courtroom
6. Discover the dos and don'ts for managing employee performance that'll save you time and stress down the road
7. Get all your questions answered by your expert trainer no matter how unique your situation is
8. Uncover shortcuts guaranteed to shave hours off the review process
9. Take the stress out of dealing with negative employee reactions
10. Discover the hidden reasons why employee performance starts to go downhill so you can address them before it's too late

Managing Employee Performance Has Never Been Easier

If you're like most managers, you know that employees need feedback all the time – not just when there's a problem. Getting a review once a year simply isn't enough. If you want strong, motivated, productive employees, you have to invest in their performance all year round.

If you're wondering how you'll manage employee performance all year round, you aren't alone. Managers and supervisors are already strapped for time and energy. That's why you don't want to miss this breakthrough workshop. It gives you step-by-step guidelines for EASILY incorporating performance management into your routine. In fact, it's so easy you'll wonder why you haven't done it before.

Is This Workshop for You?

- Would you like an easy way to boost employee performance all year long?
- Would you like to have less stress when it comes to performance reviews?
- Do you struggle to find the words to get employees moving in the right direction?
- Do you need a few ideas for making reviews fast and easy?
- Would you like to keep star employees going strong?
- Do you worry that you could make a legal mistake during an employee review?

If you answered "yes" to any of the above, this training is for you! You'll uncover best-practice secrets for handling performance reviews quickly and easily without bringing down morale.

Your Comprehensive Workshop Agenda

Workshop hours: 9 a.m. to 4 p.m. Registration begins at 8:30 a.m.

"I wish I had this class two months ago. I am going to go back and redo our employee evaluations."

– J. Trujillo, NM Child Abuse & Neglect Review Board

"Very informative. Applicable in every situation."

– R. Ryan, Urology Group of Paducah

"... worth every moment of my time. I will surely apply the principles, and I highly recommend them!"

– M. Sardynski, A.H. Harris & Sons Inc.

"Highly applicable to today's workplace."

– A. Durfee, Standard Gypsum

"... most enjoyable and uplifting ... I'm eager to try the techniques!"

– L. McCarthy, Motorola Four-Phase System

"This course is a must for management personnel."

– M. Osborne, FAA

Your 100 Percent Money-Back Guarantee of Satisfaction!

We guarantee that the information you gain from *How to Give Effective Performance Feedback & Employee Reviews* will give you the information you need to improve your performance management know-how – or we'll give you your money back. Guaranteed.

Understanding Your Role During the Review Process

- Why employees really fear reviews ... startling new facts every manager must know
- 5 review pitfalls that can surprise even the pros, and how you can prevent them
- How you can sidestep the 4 most common stressors managers face when evaluating employees
- 2 critical steps you must take when planning the performance review
- 5 things employees expect from you during a review session

Appraising Employees Fairly and Accurately

- What you must do if an employee disagrees with your review
- How to stay objective when evaluating an employee you just don't like
- A proven 3-point plan for evaluating any employee fairly
- Important precautions to take when evaluating an employee who's also a friend
- Are you overlooking a favored employee's flaws? Here's how to tell
- How to protect yourself now against courtroom battles
- "Upward Appraisal" – how to use this proven technique to increase productivity
- How the increase in 360° Feedback is affecting the review process up and down the corporate ladder
- How to know in advance what an employee's reaction will be ... and how to prepare for it

How to Improve Employee Performance

- Using performance reviews to encourage improved employee performance
- How to criticize without crushing your employees
- Feedback that will motivate even your highest performers
- How to develop your highest-potential employees
- What to do about "Bad-Attitude Belinda," or the employee in need of an attitude adjustment
- The secret to beefing up an average performance
- How to handle an employee who brings up sensitive or personal issues during a formal review

Managing Employee Performance All Year Long: Easy Strategies and Techniques

- How to give effective performance feedback in just a few minutes a month
- How to implement goal-setting techniques that will support your organization's long-term plans
- Coaching and feedback guidelines for immediate improvement
- Understanding the reasons why employees have weak performance
- How to create an environment where employees can succeed
- 3 types of feedback that will motivate superstars to accomplish even more

Understanding the Legal Side of Performance Reviews

- Understanding what documents you must keep and for how long
- Words and phrases that could land you in hot water
- A look at where you're most vulnerable for a lawsuit during the review process
- How to set up a review that will hold up in court

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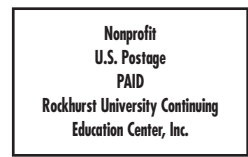
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